



## New Jersey Department of Children and Families Policy Manual

Manual:	CP&P	Child Protection and Permanency	Effective Date: 10-1-2018
Volume:	III	Case Management	
Chapter:	C	Case Oversight and Management	Revised Date:
Subchapter:	5	Casework Supervision	
Issuance:	600	<b>Restricted Cases and Resource Homes</b>	

### Purpose:

This issuance establishes the policy and procedures for the Restriction of CP&P cases to limit internal access to records and information related to it.

### Policy:

#### A) Restriction of Cases

A case may be deemed Restricted and access to all records and information pertaining to it limited to persons expressly authorized to have such access if:

1. Any person, or DCF employee, named as a perpetrator, victim, family member or close associate of a client family is, or is a household or close member of, a DCF employee or former employee;
2. Any person named as a perpetrator, victim, family member or close associate of a client family is, or is a family member of, a person subject to heightened public interest or scrutiny, including celebrities, high government officials or persons involved in newsworthy events or situations.
3. The circumstances of the abuse or neglect alleged, or supportive services sought are subject to heightened public interest or scrutiny;
4. The case is considered to be a **high-profile** (e.g., celebrities, judges, politicians, media attention, etc.); or

5. Leadership or staff as per (B) below to deem a case Restricted have identified circumstances which otherwise compel limitation of access to the records as a heightened safeguard against breaches of confidentiality.

#### **B) Restriction of Resource Homes**

1. Applicant or caregiver is a DCF employee.
2. Applicant or Caregiver is related to a family friend of a DCF employee.
3. Household member is a DCF employee.
4. Household member is related to or a family friend of a DCF employee.
5. Administrative reasons.
6. Litigation hold.

#### **C) Persons Authorized to Restrict Cases**

The following persons or their designees shall have the authority to have a case Restricted:

1. The Commissioner
2. The Deputy Commissioner
3. Each Assistant Commissioner
4. The Director of CP&P
5. Each Assistant and Deputy CP&P Director
6. Each Area Director
7. Each Local Office Manager
8. The Director Administration and Management
9. The Director of Information Technology
10. The Director of Legal Affairs
11. The Ethics Liaison Officer
12. SCR: The Administrator, Casework Supervisors, and Supervisors
13. Casework Supervisors (Local Office)
14. Public Defender

#### **D) Authorization to View Restricted Cases**

Authority to view restricted case information shall be granted by the Director of Information Technology upon approval from the Director or designee. Persons authorized to view restricted cases may do so only as necessary to perform

official functions. Accessing information not required for performance of official functions, even if permitted by NJ SPIRIT, shall be considered inappropriate accessing of confidential information and subject to disciplinary action as warranted.

**E) Things to Consider Prior to Closing a Restricted Case**

- Has the conflict that required the case being restricted been resolved? If so, does the case need to remain restricted?
- Was the case only restricted to complete a case review? If so, does the case need to remain restricted? Cases that may need to remain restricted after closing:
  - Employee-related cases;
  - High profile cases; and
  - Cases that still require a heightened level of confidentiality.

**F) Duration of Restriction**

The duration of a case's restriction shall be indefinite unless such restriction is lifted by the Director, the successor of the person who restricted it, or a person within that supervisory chain. When the case has been identified for termination, the Worker and Supervisor shall discuss lifting the restriction on the case.

**Note:** SCR shall restrict PDCIU cases. PDCIU cases shall remain restricted.

**Related Information:**

None